

6H of R; 11 perm.; 2 others)
= Attach to Schedule 407
ivis

April 21, 1969

Mr. Robert Bouse, Clerk
Superior Court of Baltimore City
The Courthouse
Baltimore, Maryland 21202

Re: Amending Schedule 407, Items 1 & 2

Dear Mr. Bouse:

When Schedule 407 was prepared for the Superior Court of Baltimore City in 1964, we were undecided about the recommendation for disposal of Land Records (Item 1) and Indexes (Item 2), which had been transcribed and microfilmed. Authority to destroy such records is provided in Art. 41, Sec. 178, Annotated Code of Maryland, 1957 Edition, as amended.

However, at that time there was a possibility that these transcribed Land Records and Indexes might be deposited in the Hall of Records, and we accordingly recommended their transfer, rather than the usual recommendation for destruction as authorized by the law.

Now we have decided that the original volumes which have been transcribed need no longer be retained and that the recommendation requiring their transfer to the Hall of Records is hereby abrogated, thus permitting their disposal.

This letter should be made a part of Schedule 407, as your authority to dispose of those Land Records and Indexes which have been transcribed.

Sincerely yours,

Rex Beach

RB:BK

chad

(2: Perm. --- 6H of R; 11 perm.; 2 others)

FORM HR-RM 1
(11-1-55)
Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **407**
PAGE NO. **1 (of 15)**

1. Requesting Agency
SUPREME BENCH OF BALTIMORE CITY

2. Division or Bureau of Requesting Agency
Superior Court

3. Authorization Requested (Check only one of the squares below).

- ☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- ☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- ☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>LAND RECORDS (RECORDED)</p> <p>Quantity: 12,294 volumes Size: c. 12" x 18" x 3" Dates: 1799... File Arrangement: Chronological Index: 1. Internal alphabetical index 2. Land Record Indexes, Item 2</p> <p>The Land Records contain the recorded copies of instruments relating to real property, including deeds, mortgages and releases, bonds, leases, rights of way, agreements, and powers of attorney in connection with the disposition of land.</p> <p>The original recorded Land Records prior to 1800 have been deposited in the Hall of Records. Original volumes after 1800 which have been transcribed or photocopied because of deterioration have also been deposited in the Hall of Records, under authority of Sec. 177, Art. 41, Annotated Code of Maryland, 1957 edition as amended, and Chap. 37, Laws of Maryland, 1951.</p> <p>In addition, microfilm copies of the Baltimore County Land Records (including Baltimore City) for the period 1800-1849 and Baltimore City Land Records for the period 1850-1917 have been deposited in the Hall of Records. Land Records for the period 1918-1949 are being filmed for deposit. Beginning with January, 1949, microfilm for the current Land Records has been deposited in the Land Office.</p> <p>Volumes which have been transcribed or photocopied are to be transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL ORIGINAL VOLUMES WHICH HAVE BEEN TRANSCRIBED OR PHOTOCOPIED.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>(continued)</p>

7. Agency, Division or Bureau Representative

James F. Curran Signature Clerk Title 7/28/64 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

7/29/64 Date Mervin S. Daulton Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Frederick H. H. H. H. Secretary

See also R.B. ltr. of 4/21/69, amending REC. in Items 1 & 2 (ltr. attached)

4. em No.	<p>5. Description of Records</p> <p>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
2	<p>LAND RECORD INDEXES</p> <p>Quantity: Grantors, 487 vols.; Grantees, 534 vols. Size: 15" x 19" x 2" Dates: 1655... File Arrangement: Chronological</p> <p>The Land Record Indexes fall into three categories, as follows:-</p> <ol style="list-style-type: none"> 1. The Liber Index for records prior to 1850 is arranged by liber number. Entries appear alphabetically by first letter of the surname under each liber, without reference to second letter. This index is deposited in the Hall of Records. 2. The Burr Index, for records prior to 1850, dropped the liber arrangement and reindexed all names alphabetically by first letter of the surname and by sub-alphabetical arrangement after the first letter. The Burr Index is used for reference in the courthouse. 3. For records since 1850, the Cottco Universal system of indexing has been adopted. <p>The indexes give the names of grantors and grantees (direct and reverse), the type of instrument, location of the property, and the liber and folio of recordation in the Land Records (Item 1). The indexed volumes, after re-recording, are to be deposited in the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER REINDEXED VOLUMES TO THE HALL OF RECORDS.</p>	
3	<p>TRACT INDEX</p> <p>Quantity: 2 vols. Size: 14" x 19" x 3" Dates: 1798-1851 File Arr.: Alphabetical</p> <p>The Tract Index is arranged alphabetically by the names of the tracts, giving a description, the type of instrument and date of recordation, the names of the grantor and grantee, and the liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4	<p>LAND RECORDS (ORIGINAL PAPERS)</p> <p>Quantity: 3,472 document files Size: Folded papers Dates: 1789... (scattered prior to 1800) File Arr.: Chronological</p> <p>This file is composed of the original papers relating to titles in real property which are recorded in the Land Records (Item 1).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Summit and Hill Hist. Soc. can be destroyed by order of the Court 1789-1865-TO Hill Hist. Soc. 1866-1930-Destroyed Per Pub House - C. W. Hall (1969-1972) 9025 11/4/72</i></p>

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REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
5	<p>MISCELLANEOUS COURT PAPERS</p> <p>Quantity: 6 cu. ft. Size: Folded papers Dates: 1800-1900 (scattered) File Arr.: Chronological</p> <p>This file is composed of papers relating to real property, which are not necessarily filed with the Land Records (Item 4).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6	<p>INDEX TO UNLOCATED GRANTORS AND GRANTEES (UNLOCATED LAND)</p> <p>Quantity: 92 vols. Size: 15" x 19" x 2" Dates: 1798... File Arr.: Internal: Phonetic by names of parties External: Chronological</p> <p>This index gives the date, names of the grantor and grantee, type of instrument, and the liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>BLOCK BOOKS (INDEXES TO LOCATED CONVEYANCES)</p> <p>Quantity: 1491 vols. Size: 15" x 19" x 2" Dates: 1888...1951-- File Arr.: Chronological - by date and block number</p> <p>The Block Books, including the Annex Block Books, (1888 to date, 330 volumes), give the names of the grantors and grantees, the date, the type of instrument, location of the property, and the liber and folio of recordation. The Block Books are currently microfilmed and the film deposited in the Hall of Records.</p> <p>Transcribed Block Books may be destroyed under provision of Art. 41, Sec. 178, Annotated Code of Maryland, 1957 edition. The Block Books are subject to Recommendation B below.</p> <p>RECOMMENDATION: A. RETAIN BLOCK BOOKS UNTIL TRANSCRIBED, THEN DESTROY, UNDER RECOMMENDATION B, BELOW. B. DESTROY ACCUMULATION.</p>	
8	<p>PLAT BOOKS</p> <p>Quantity: 7 volumes Size: Elephant folios Dates: 1900... File Arr.: By plat number</p> <p>The Plat Books contain subdivision plats which are too large to be included with the original land records (Item 4).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
9	<p>ARMED FORCES DISCHARGES</p> <p>Quantity: 93 vols. Size: 14" x 20" x 3" Dates: 1941...</p> <p>This record contains copies of Honorable Discharges of Army, Coast Guard, Marine and Navy personnel of Baltimore City, giving the complete service record, with the date of deposit and signature of the Clerk. The recording of honorable discharges is voluntary, and this record therefore is not a complete record of <u>all</u> honorable discharges of members of the armed forces from the City of Baltimore.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10	<p>CASH DEBIT JOURNAL (DAILY CASH SHEETS)</p> <p>Quantity: 45 vols. Size: 12" x 18" x 4" Dates: 1920... File Arr.: Chronological Audit: State audit</p> <p>The Cash Debit Journal is composed of the daily cash counter sheets kept by each counter clerk, who enters fees paid for recording instruments, giving the amount of the fee, the names of the grantors and grantees, the type of instrument and the daily total of fees collected by each clerk. The last daily sheet is a recapitulation by name of each clerk, showing the individual amounts collected and the daily total for the office. This record series is used for preparation of the Exhibit Books (Item 12).</p> <p>This Journal is the final book of entry for cash receipts.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
11	<p>BILL BOOK (CASH EXPENDITURES)</p> <p>Quantity: 4 vols. Size: 15" x 20" x 1" Dates: 1935... File Arr.: Chronological Audit: State audit</p> <p>The Bill Book is a recapitulation of expenditures by accounts, including payroll, giving the check numbers and names of payees, with a columnar breakdown for amounts expended for the office, dockets, stationery and printing, telephones and postage, equipment, janitor service, miscellaneous, and remittances to the Land Office. The payroll entries give the check numbers and amounts withheld for the Retirement Fund, Federal and State taxes, and Social Security.</p> <p>This record is the final book of entry for cash disbursements.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
12	<p>EXHIBIT BOOK AND DAILY CASH BALANCES</p> <p>Quantity: 8 vols. Size: 13" x 17" x 1" Dates: 1922... File Arr.: Chronological Audit: State</p> <p>The Exhibit Books are made up daily from the daily cash counter sheets (Item 10). This record series contains the same information as does the Cash Debit Journal (Item 11), giving daily receipts, one page to each day, with the amounts collected by each counter clerk, the monthly totals, and the amounts collected for commission or documentary stamps.</p> <p>The Exhibit Books are used as a ready reference to collections of fees. They have no further value to the office after the audit has been completed.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
13	<p>OFFICE SALARIES BOOK</p> <p>Quantity: 8 volumes Size: 11" x 14" x 1" Dates: 1920... File Arr.: Internal, by month; External, by year Audit: State</p> <p>The Office Salaries Book gives the monthly salary under the name of each employee, the Payroll Ledger entry (Item 14), and the amount of the bimonthly salary payment.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
14	<p>PAYROLL LEDGER</p> <p>Quantity: 10 vols. Size: 9" x 16" x 2" Dates: 1908... File Arr.: Chronological Audit: State Index: Internal alphabetical index to name of employee</p> <p>The Payroll Ledger is arranged one name to a page for each employee, with space for entries for several years; it gives the monthly salary, how paid, the recordation in the Office Salary Book, and the total annual salary.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>(continued)</p>

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No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.**15****STAMP BOOK****Quantity: 2 vols.****Size: 6" x 12" x 2"****Dates: 1937...****File Arr.: Chronological****Audit: City and State audits**

The Stamp Book gives the daily sales of recording stamps by month, showing the number of stamps received by category and their monetary value, the number of books, a monthly recapitulation of stamps on hand and stamps received, the total sold and the balance. The daily sales show the amount sold and the amount collected, with totals carried forward for a monthly recapitulation.

RECOMMENDATION: RETAIN PERMANENTLY.**APPROVED**
HALL OF RECORDS COMMISSION